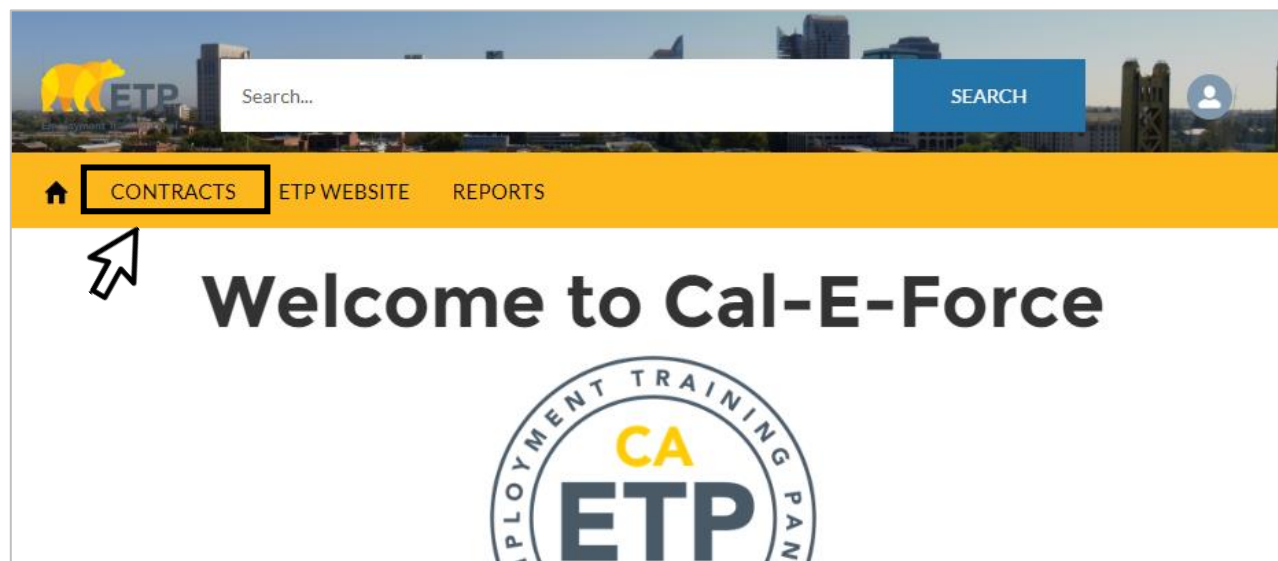
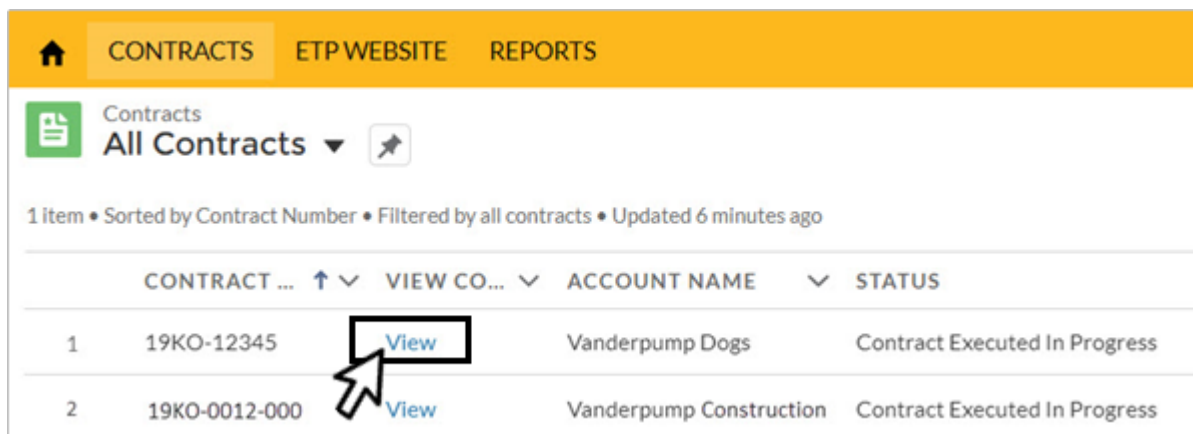


# ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENT

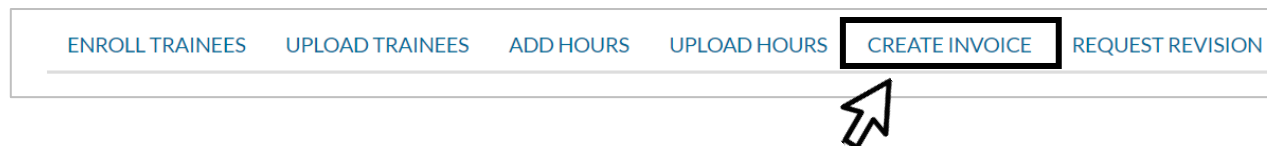
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract you would like to upload a close-out invoice for. The system will take you to your Contract Details page.



3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENT

4. Choose **Closeout** from the invoice types and click **Upload Payments**.

Choose Invoice Type

☐ Progress

☐ Final

☒ Close - Out

[Cancel](#) [Upload Payments](#) [Next](#)

5. If you do not have a CSV containing your invoice in the standard format, select **Click Here** next to Template 2 to download the template.

Please Upload your CSV file here: [Choose File](#) No file chosen [Upload](#)

**Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments)**

Template 2 [Click Here](#) to download the template if you are uploading Payments for "Final Payments"

6. Use the following formatting for the fields when creating your CSV.

Type	Training Completion Date	Retention Start Date
Final	mm/dd/yyyy	mm/dd/yyyy
Retention End Date	Wage After Retention	Health Benefits
mm/dd/yyyy	0.00	0.00
	*cannot use \$	*cannot use \$

## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENT

7. When your CSV is prepared, click the **Choose File** button and select your CSV.

Please Upload your CSV file here:  No file chosen

**Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments)**  
**Template 2: [Click Here](#) to download the template if you are uploading Payments for "Final Payments"**

8. Click the Upload button.

9. The system will then provide you with a summary of what has been uploaded and any errors messages.

TRAINEE EMPLOYEE ID	TYPE	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS
7901-Stassi Schroeder	Final	4/3/2019	4/4/2019	7/3/2019	\$15.85	\$0.00
7903-Lala Kent	Final	4/3/2019	4/4/2019	7/3/2019	\$12.50	\$1.75
7904-Jax Taylor	Final	4/3/2019	4/4/2019	7/3/2019	\$14.95	\$0.00

*\*If you receive an error message and would like to submit a special review request for a trainee, you must submit a manual invoice. See [ETP Cal-E-Force Reference Guide – Manual Close-Out Payment](#).*

10. Click the **Upload payments data** button to complete your upload.

When you are satisfied with the data map above, click the Upload Payments data data button to insert the Payment records.

11. You will be provided with a summary of the records uploaded successfully as well as any errors.

**Messages**

The records saved successfully are: The record Number is: 1  
 The records saved successfully are: The record Number is: 2  
 The records saved successfully are: The record Number is: 3

## ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENT

12. To submit the payments you have uploaded, you must click on the **Go To Create Invoice** button below Upload payments data.

When you are satisfied with the data map above, click the Upload Payments data data button to insert the Payment records.

Upload payments data

[Go Back](#) [Back to Invoice](#)

[Go To Create Invoice](#)



13. Click the **Submit** button.

### Vanderpump Dogs

Invoice Date  
2019-06-19

Total Amount Requested  
\$347.88

Contract Number  
19KO-12345

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
Final	2	3	\$347.88

Invoice Notes

[Previous](#)

[Back to Contract](#)

[Discard Invoice](#)

[Submit](#)

